## Short digital message for urgency

Subject: Second Warning Notice

Hi [Employee Name],
This is a second warning regarding [issue]. Immediate improvement is required to avoid further
disciplinary steps.
Please confirm receipt.
Thanks,
[Manager Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/second-warning-letter">https://www.lettersandtemplates.com/letters/second-warning-letter</a>